



Montgomery County Maryland Department of Liquor Control

AccessMCG Access and Registration For Licensees

Spring 2014 DLC/ERP Oracle Implementation



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1. Introduction

As users of the Counties new iStore application, access to MCG must first be obtained. Moving forward, accessing iStore will be done through what we call the “AccessMCG Portal”. You will use your email address as your Username and a password created within the AccessMCG environment to access iStore in the future.



2. Accessing AccessMCG

1. Proceed to the County home page at www.montgomerycountymd.gov.


The screenshot shows the Montgomery County Maryland website in a Windows Internet Explorer browser window. The address bar displays <http://www.montgomerycountymd.gov/index.aspx>. The website features a navigation bar with links: Home, Alerts, Translate, and a search box. Below this is a large banner image of the county's modern architecture. A horizontal menu contains links for Residents, Businesses, Government, Departments, Online Services, and MC311. The 'Online Services' link is circled with an arrow pointing to it from the annotation '2. Click Online Services'. On the left side, there is a vertical menu with various categories like News, County Executive, County Council, Judiciary, Agencies, I Want To..., Services & Info., Careers/Jobs, Seniors, Education, Regional Service Centers, and Contact Us. The main content area is divided into three columns: Payments, Registrations, and Reports & Complaints. The 'AccessMCG Portal' link is located at the bottom of the 'Other Online Services' section and is circled with an arrow pointing to it from the annotation '3. Click on AccessMCG Portal'. On the right side, there are social media links for Facebook, YouTube, and Twitter, along with a 'Welcome: From County Executive' message and a 'The Paperless Airplane' logo.


1. Click on the 'Online Services' link in the top navigation bar.

2. Click Online Services

3. Click on AccessMCG Portal







accessMCG
extranet
application portal

UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

Sign in to AccessMCG Extranet

Your Email:

Password:

[Log In](#)


[Forgot Password?](#) [Register New User](#)

[County Has Setup My Account](#) [My Account](#)


4. Click

Copyright © 2012-2013 Montgomery County, MD. This software is based on the OpenSSO/OpenAM. Unauthorized access is prohibited and punishable by law! This is a Montgomery County, MD Information system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for disqualification. Falsifying county information access, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by law as appropriate.



 **Verification**
AccessMCG Extranet Account Self Service

Please enter the verification code below. Typing in this code helps to protect your account from abuse.
NOTE: Verification is case-sensitive (**all lower-case**)



Ready

Download Audio

f7ge5

5. Enter the code exactly as it is displayed

6. Click Verify

Verify Clear Cancel


Note: Clicking the Play button will speak the code if necessary.





New User Registration

AccessMCG Extranet Account Self Service



To assist you in registering your AccessMCG Extranet account, you received a mailing at home or a communication that contained detailed instructions, as well as a temporary username and password. Please enter the temporary username and password below:

7. Enter your Temporary Username

Temporary Username

lqm-loscob09-01

8. Enter your Temporary Password

Temporary Password

Enter

Clear


Cancel

Got stuck? Problem? Please contact: accessMCGSupport@montgomerycountymd.gov
Idle Timeout: 4 minutes
172.29.213.94 | English

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Note: Clicking in the Temporary Password field displays the “Your Customer Account Number” field.





New User Registration

AccessMCG Extranet Account Self Service



To assist you in registering your AccessMCG Extranet account, you received a mailing at home or a communication that contained detailed instructions, as well as a temporary username and password. Please enter the temporary username and password below:

Temporary Username

Temporary Password

You are required to enter additional information about you. Please enter them.

Your Customer Account Number

9. Enter your Customer Account Number

EnterClearCancel

10. Click Enter

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New User Registration

AccessMCG Extranet Account Self Service



Verify the County Records.

You are **required** to verify the county records about you.

Please read information shown below carefully to verify its correctness.

This is important: If the information is not correct, then please **do not proceed with the registration.**

Your Store Name
LOS COBANOS RESTAURANT

11. Verify your
County records

12. Check the
Yes checkbox

☒ Yes, Information is Correct

Continue

13. Click
Continue


☐ No, Information is NOT Correct

Cancel

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New User Registration

AccessMCG Extranet Account Self Service



Your temporary user id, and password have been verified. Please enter your email id, and a password here. The email id and password will be used in your permanent record.

If you must write it down, be sure to keep it in a safe place. [Show Me Password Rules](#)

Your account is ready to be created. Continue when ready.

Please do **NOT** use the County email id

Already got an AccessMCG Extranet Account? [Use My Existing Account](#)

Username (Email)

New Password

Confirm Password

[Continue](#) [Clear](#) [Cancel](#)

Got stuck? Problem? Please contact: accessMCGSupport@montgomerycountymd.gov
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Note: Review the messages discussing the Username and password as the information is entered.

After clicking the Continue button, your information is submitted to the County. At this point, the code required on the following page is being sent to the email address you specified above. Please be patient while this code is being generated and sent to your email.



The screen below will display:



New User Registration

AccessMCG Extranet Account Self Service

To verify your identity, a security code has been sent to your email address. Please enter the security code here.
Note: In case you cannot enter the security code right away, the email contains details to enter code at later time.

If you do not receive an email within 15 minutes, please check your Spam/Junk folder -- your mail service might have marked security related mails as Spam.

Code

Got stuck? Problem? Please contact: accessMCGSupport@montgomerycountymd.gov
Idle Timeout: 4 minutes
172.29.213.94 | English

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At this point, a security code has been sent to your email address to verify your identity. Review this message in your email now.



Note the two options below for continuing.

New User Verification from

DevAccessMCG Extranet Self-Service



DevAccessMCG Extranet Self-Ser [Actions](#) ▾

You, or someone acting as you has requested a new account.

To continue with your account registration, please [click here](#) to continue.


Alternatively -- if you are at AccessMCG, you can enter the code: **NDTMCYMWBWX3B64E** to continue.

If you did not request to create a new account, you do not need to take any action.

18. For purposes of this document, the “click here” option was chosen. The identity verification screen will display again and should be completed as done previously.




19. Enter the information required in the New User Registration screen shown below:



New User Registration

AccessMCG Extranet Account Self Service



Some required information is missing to create your account

Please complete below the fields that are required with your details:

Your account is ready to be created. Continue when ready.

| | | |
|------------------|-------------------------------------|---|
| Email Address | | * This will be your login id. Please do not use County Mail Address to register. |
| First name | Steve | * Your first/given name |
| Last name | Harris | * Your last/family name |
| Telephone Number | 301-555-1212 | * Your primary business/personal phone number |
| Business/Company | DESSIE ETHIOPIAN REST.& EXOTIC FOOD | * If you are not representing a business, please enter what your primary role is. E-g., Student |
| Department | 00 | If you are not representing a business, please enter what your primary activity place is. E-g., High School |
| Job Title | Store Owner | If you are not representing a business, please enter what your primary role is. E-g., Volunteer, Student |
| Street Address | 2655UNIVERSITY BOULEVARD, WEST | * Your primary business/residential street address |
| City | WHEATON | * Your primary business/residential city |
| State | MD | * Your primary business/residential state |
| Zip Code | 20902 | * Your primary business/residential zip code |

* These fields require your input; but please fill-in as much information you have for other fields too

Your account is ready to be created. Continue when ready.

20. Click Create


CreateClearCancel

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Note: The “Department” field above does not pertain to you and can be left blank.





New User Registration

AccessMCG Extranet Account Self Service



WARNING Unauthorized access is prohibited and punishable by law!
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Please confirm that you have furnished correct information about you with the registration process.

21. Check the Agree checkbox

☒ I Agree

Continue

22. Click Continue


Logout

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Your new account is being configured.



Please Wait

AccessMCG Extranet Account Self Service

Your new account is being configured. This process may take several minutes, please be patient.



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Your new user account has been successfully created.



Success

AccessMCG Extranet Account Self Service

Your new user account has been successfully created!
You will receive a confirmation email shortly.
Setup Now! Please Continue to setup your secret questions and answers to help you manage your account in future.

Continue


23. Click Continue

Got stuck? Problem? Please contact: accessMCGSupport@montgomerycountymd.gov
Idle Timeout: 4 minutes
hdilley@outlook.com | 172.29.213.94 | English

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24. Provide the required answers to the three Setup Password Response questions below:



Setup Password Responses

AccessMCG Extranet Account Self Service

In the event that you forget your password, you can recover your password by answering questions known only to you.

WARNING Please make sure to remember the answers. This is **CRITICAL**

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Your responses meet the requirements. Click Save Responses when ready.

What is the middle name of your oldest child?

Dave

What street did you live on in third grade?

Lombardo Street

What is the name of your favorite childhood friend?

Eddie

Note: Your answers can be in any case (case insensitive).

Save Responses

Clear

Cancel

Home

25. Click Save Responses

Got stuck? Problem? Please contact: accessMCGSupport@montgomerycountymd.gov
Idle Timeout: 4 minutes
hdilley@outlook.com | 172.29.213.94 | English

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Confirm Password Responses

AccessMCG Extranet Account Self Service



Be sure your answers and questions are correct.

WARNING Please make sure to remember the answers. This is **CRITICAL**

Check the spelling and punctuation. In the event you forget your password, you will need to type in the exact answers to the questions below.

What is the middle name of your oldest child?

» Dave

What street did you live on in third grade?

» Lombardo Street

What is the name of your favorite childhood friend?

» Eddie

Confirm Responses

Cancel

26. Click Confirm Responses


Go Back

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Idle Timeout: 4 minutes

hdilley@outlook.com | 172.29.213.94 | English

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Success

AccessMCG Extranet Account Self Service

Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password.
Continue to logout now.

Account changes are effective immediately. However, please allow 60 minutes for all Apps be updated.

Continue


27. Click Continue

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Note: Allow 60 minutes for all applications to be updated.






AccessMCG
Extranet


Welcome Steve Harris

Development

HomeGet AccessMy PreferencesMy AccountLog Off


Welcome to the Montgomery County MD AccessMCG Extranet. Please select application below.





Human Resources Services


Learning, Career, Recruitment



Retirement Benefits Management

County Retirees' Self-Service System for Retirement Benefits


For both pension and non-pension retirees!



Ex-Employee, County Agencies' Health and Welfare

Health, Welfare, Benefits for Ex-Employees, and Participating Agencies


For open enrollments, benefits, self-service!



Department of Liquor Control Apps


iSupplier, iStore for DLC

For DLC Licensees, Suppliers, Sales Reps!



FINANCE Services - Coming Soon

Suppliers



Fire and Rescue - Coming Soon


Public Safety

28. Click here

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AccessMCG
Extranet


Welcome Steve Harris

Development

HomeGet AccessMy PreferencesMy AccountLog Off




Department of Liquor Control



Wine / Liquor Store

For store owners and staff


Browse products, check prices, place orders



Wine / Liquor Sales Representative

For Sales Representative to Stores

You do not have access permission



Wine / Liquor Supplier

For Suppliers to DLC

You do not have access permission


Cancel; Go Back to Home

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29. Store employees
click here



The Oracle screen below will display. Once registered, a link to iStore will be available.



E-Business Suite

MONTGOMERYCOUNTY

MARYLAND

FARM 83 - EBSUAT04

Favorites

Logout

Preferences

Help

Logged In As HDILLEY@OUTLOOK.COM

Oracle Applications Home Page

Worklist

Full List

| From | Subject | Sent |
|---|---------|------|
| There are no notifications in this view. | | |
| <div><div>TIP</div> Vacation Rules - Redirect or auto-respond to notifications.</div> | | |
| <div><div>TIP</div> Worklist Access - Specify which users can view and act upon your notifications.</div> | | |

Navigator

Personalize

There are no active responsibilities available for this user.

Favorites

Personalize

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

Privacy Statement

Logout

Preferences

Help